

## Effective Note Taking

Use your learning style(s) to create or record notes in a way that best helps you

Take notes in a manner that will help you learn the material and use a three step note taking plan

*Three Step Notes: 1. Write down conclusions, not facts, form questions and answers with supporting evidence*

*Three Step Notes: 2. Use color pens, which help you remember visually and use a general format with color consistency*

*Three Step Notes: 3. Review your notes, organize 15 minutes after each class and teach others from your notes*

Use your materials when taking online tests, quizzes and discussions, as is often expected by professors

Use any material provided by the professor when completing all of your assignments